

805C-42A-4001
Validate Personnel Accountability
Status: Approved

Distribution Restriction: Approved for public release; distribution is unlimited.

Destruction Notice: None

Foreign Disclosure: FD1 - This training product has been reviewed by the training developers in coordination with the USASSI / Fort Jackson SC foreign disclosure officer. This training product can be used to instruct international military students from all approved countries without restrictions.

Condition: You are the Senior HR NCO in a deployed environment. You are required to monitor subordinate units' Personnel Accountability capabilities, activities, and procedures which serve as the key factor for strength reporting for your brigade. Deployed Theater Accountability System (DTAS) connectivity is available for all subordinate units. You have access to FM 1-0 (HR Support), AR 600-8-6 (Personnel Accounting and Strength Reporting), Deployed Theater Accountability Software (DTAS) Users Manual, and HR enabling systems. Some iterations of this task should be performed in MOPP 4.

Standard: Correlate the Brigade hierarchy in DTAS so there is a 100% match with the current task organization. Verify DTAS connectivity for 100% of all subordinate units and confirm units are sending updates in accordance with theater policy. Develop an SOP that establishes effective personnel accountability procedures and practices for subordinate units. Ensure 100% accountability of all Soldiers, Joint and Multinational personnel, DoD civilians, contractors, and others IAW theater policy. Direct a Personnel Asset Inventory (PAI) to establish, reestablish, or verify 100% accountability as required or when DTAS and unit personnel status reports (PERSTAT) are out of balance IAW theater policy.

Special Condition: None

Safety Risk: Low

MOPP 4: Sometimes

Task Statements

Cue: Requirement to monitor or validate accountability of all assigned and attached personnel.

DANGER

None

WARNING

None

CAUTION

None

Remarks: None

Notes: None

Performance Steps

1. Review Theater Personnel Accountability Policy.

a. Establish unit Standing Operating Procedures (SOP).

b. Coordinate with Theater DTAS Manager.

(1) Establish Unit Identification Code (UIC) hierarchy.

(2) Determine unit locations.

(3) Establish DTAS accounts.

2. Monitor accountability for deployed personnel.

a. Verify Human Resources enabling system(s) connectivity for subordinate units.

b. Ensure subordinate units train in personnel accountability reporting requirements.

c. Reconcile manual and automated database information.

d. Monitor change of duty status and location of all personnel.

e. Submit by-name strength-related transactions in HR database of record.

f. Coordinate with appropriate agencies for information on casualties, patient tracking, and stragglers and update the database, as required.

g. Direct Personnel Asset Inventories (PAIs), as required.

(Asterisks indicates a leader performance step.)

Evaluation Guidance: Score the Soldier GO if all performance measures are passed (P). Score the Soldier NO GO if any performance measure is failed (F). If the Soldier fails any performance measure, show what was done wrong and how to perform it correctly.

Evaluation Preparation: This task can be evaluated by use of the performance measures as listed. This method of evaluation is appropriate if the Soldier performs the task on the job. Allow the Soldier to practice until the Soldier feels qualified and prepared for the evaluation. Then have the Soldier perform the task, using the materials listed in the CONDITIONS statement above. Score the Soldier "PASS" or "FAIL" as determined by the performance.

PERFORMANCE MEASURES	GO	NO-GO	N/A
1. Reviewed Theater Personnel Accountability Policy.			
a. Establish unit Standing Operating Procedures (SOP).			
b. Coordinated with Theater DTAS Manager.			
2. Monitored accountability for deployed personnel.			
a. Verified HR enabling system(s) connectivity for subordinate units.			
b. Ensured subordinate units were trained in personnel accountability reporting requirements.			
c. Reconciled manual and automated database information.			
d. Monitored change of duty status and location of all personnel.			
e. Submitted by-name strength-related transactions in HR database of record.			
f. Coordinated with appropriate agencies for information on casualties, patient tracking, and stragglers and updated the database, as required.			
g. Directed PAIs, as required.			

Supporting Reference(s):

Step Number	Reference ID	Reference Name	Required	Primary
	AR 600-8-6	Personnel Accounting and Strength Reporting	Yes	Yes
	ATP 1-0.1	G-1/AG and S-1 Operations	Yes	No
	DTAS	DTAS Functional Guidance	Yes	No
	FM 1-0	Human Resources Support http://armypubs.army.mil/doctrine/DR_pubs/dr_a/pdf/fm1_0.pdf	Yes	No

TADSS : None

Equipment Items (LIN): None

Materiel Items (NSN) :

Step ID	NSN	LIN	Title	Qty
	7025-01-328-5540		Printer, Automatic Data Processing, Laser Printer	1
	7110-00-NSN-4		Calculator	1
	7021-01-C14-3190	70210N	Computer, Micro Lap-Top Portable AC: M4500 Dell	1

Environment: Environmental protection is not just the law but the right thing to do. It is a continual process and starts with deliberate planning. Always be alert to ways to protect our environment during training and missions. In doing so, you will contribute to the sustainment of our training resources while protecting people and the environment from harmful effects. Refer to the current Environmental Considerations manual and the current GTA Environmental-related Risk Assessment card.

Safety: In a training environment, leaders must perform a risk assessment in accordance with ATP 5-19, Risk Management. Leaders will complete the current Deliberate Risk Assessment Worksheet in accordance with the TRADOC Safety Officer during the planning and completion of each task and sub-task by assessing mission, enemy, terrain and weather, troops and support available-time available and civil considerations, (METT-TC). Note: During MOPP training, leaders must ensure personnel are monitored for potential heat injury. Local policies and procedures must be followed during times of increased heat category in order to avoid heat related injury. Consider the MOPP work/rest cycles and water replacement guidelines IAW FM 3-11.4, Multiservice Tactics, Techniques, and Procedures for Nuclear, Biological, and Chemical (NBC) Protection, FM 3-11.5, Multiservice Tactics, Techniques, and Procedures for Chemical, Biological, Radiological, and Nuclear Decontamination.

Prerequisite Individual Tasks : None

Supporting Individual Tasks :

Task Number	Title	Proponent	Status
805C-42A-4233	Coordinate Personnel Information Management (PIM)	805C - Adjutant General (Individual)	Superseded

Supported Individual Tasks : None**Supported Collective Tasks :** None**ICTL Data :**

ICTL Title	Personnel Type	MOS Data
42A - Human Resources Specialist - SL4	Enlisted	MOS: 42A, Skill Level: SL4, Duty Pos: UQJ